





Applying for a Job

To apply for a job you must make sure that your online application is up-to-date and ready to submit. You will also be given the opportunity to attach electronic documents (PDF and MS Word) to your application.

Step	Action
1.	<p>When you view the details of a job posting, the system displays the job details screen. To apply for a job click on the Apply for this posting button at the top of the screen.</p>  <p>RMS displays the Attach a Document screen. You can attach your resume and cover letter. The documents must be in MS Word or PDF format.</p>
2.	<p>Click on the Attach hyperlink and select the document that you would like to upload or paste the document in the text box provided.</p> 
3.	<p>Click on Finished Attaching Documents and then click on Yes to confirm that you want to attach the document. RMS gives you a confirmation number.</p>
4.	<p>Print the confirmation number so that you can track the progress of your application and click on OK.</p>

Checking Your Application Status

You can check on the status of your applications.

Step	Action
1.	<p>From the home page, click on Application Status.</p>  <p>RMS displays your application status:</p> 

Additional Resources

- Recruit Management System, see: <http://jobs.agencies.virginia.gov>
- Your local DEQ Human Resources office, see: <http://www.deq.virginia.gov/employ.html>
- Computer access, try your local library or VEC office.

Free e-mail accounts, see:
<http://yahoo.com> or
<http://www.hotmail.com>

Welcome to RMS

RMS makes it easy for you to apply for jobs with the Commonwealth of Virginia. Once you create your job application, you can simply apply for DEQ jobs with a click of the mouse.


Contents

This Quick Reference covers the following topics:

- Getting started.
- Creating your application.
- Viewing and editing your application.
- Searching for a position.
- Applying for a job.
- Checking your application status.
- Additional resources.

Getting Started



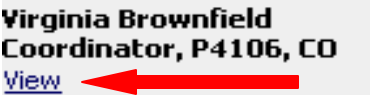
Before you begin, gather all the information you need to fill out a State application. You will need your detailed work and education history, and references. You may also want to attach an electronic copy of your resume and cover letter.

1.	Open your web browser.
2.	Type: http://www.jobs.agencies.virginia.gov
3.	<p>Press Enter.</p> <p>The system displays the RMS Home Page</p> 

(RMS) RECRUIT Management System– Quick Reference

Searching for a Position


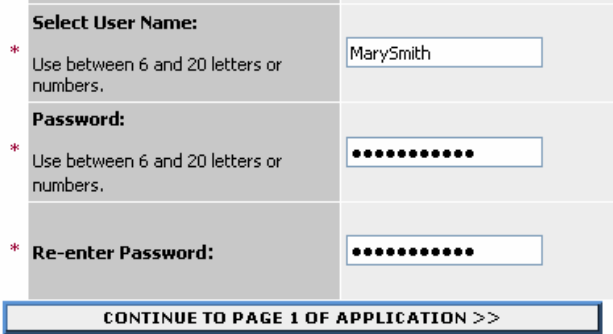
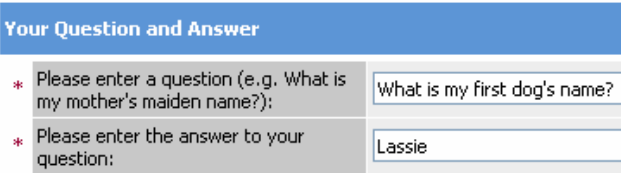
You can search for a position before or after you create an online application. RMS enables you to search for a position by title, type, location, and by the agency.


Step	Action
1.	From the home page, click on Search Postings . 
2.	To search for all positions currently available at DEQ, click on the arrow next to Agency, and select Dept. of Environmental Quality (440). You can also narrow the search for positions at DEQ by location or job type. 
3.	Click on SEARCH button at the bottom of the screen.
4.	From the Search Results screen, click on the View hyperlink for a detailed job description.  RMS displays the Job Details screen. You apply for a job from this screen.

Creating Your Application

Before you can apply for a job, you must create an online application. If this is the first time you are using the system, you will also create a login and password.

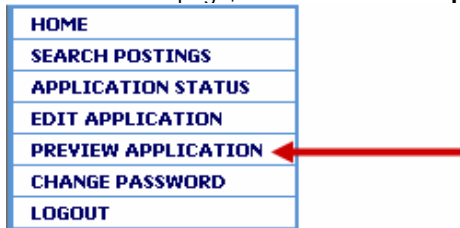
IMPORTANT NOTE: You will use this login and password every time you use the system so make sure you write it down.

Step	Action
1.	From the home page click on Create Application . 
2.	Enter a username and password. 
3.	Click on "Continue to Page 1 of Application>>".
4.	Enter a security question and answer. 

Step	Action
5.	Click on "Save and Continue to Next Page Application>>". The system displays the first page of the State application. Note that this online application asks for the same information previously required on the paper application.
6.	Complete your online State application using the buttons below to navigate. Do not use the Back and Forward buttons on the web browser because you may lose data. 

Viewing and Editing Your Application

You should carefully review and edit your application before you apply for a specific position. You will view and edit the application from the RMS home page.

Step	Action
1.	From the home page, click on Preview Application . 
2.	From the home page click on Edit Application . 